



## How to Look-up a DUNS number from FDA ACE/ITDS DUNS Portal

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The following document will provide step-by-step instructions on how to look-up a DUNS number using the FDA Automated Commercial Environment/ International Trade Data System (ACE/ITDS) DUNS Portal. Additionally, there is also information on how to update a firm record or request a new DUNS be created.

For a quick reference sheet, see the user guide at this  
website: <http://www.fda.gov/ForIndustry/ImportProgram/ucm456276.htm>

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**Step 1.** Open a browser and type this URL address – <https://fdadunslookup.com>



### FDA ACE/ITDS DUNS Portal

Login

Email:

Password:

Login

Clear

Forgot Password? Please click [Forgot Password](#)

New User? Please click [Register](#)

**Step 1a)** If you have an account created already, type in your email address and password to login then Skip If you do not have an account, go to step 1b.

**dun & bradstreet**

**FDA ACE/ITDS DUNS Portal**

**Login**

Email:

Password:

[Login](#) [Clear](#)

Forgot Password? Please click [Forgot Password](#)

New User? Please click [Register](#)

**Step 1b)** If you do not have an account and you want to create one, click the “Register” button

**Login**

Email:

Password:

[Login](#) [Clear](#)

Forgot Password? Please click [Forgot Password](#)

New User? Please click [Register](#)



**Step 2.** To register, fill out the required information. Check the box to agree to the terms and conditions and click “Add user”. You should receive an email shortly after submitting your info that contains your login information.

Note: Please use your Business Email for verification purposes.

Email: *	<input type="text"/>
Confirm Email: *	<input type="text"/>
Password: *	<input type="password"/>
Confirm Password: *	<input type="password"/>
First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Organization: *	<input type="text"/>
DUNS Number:	<input type="text"/>
Country: *	<input type="text" value="--Select Country--"/> ▼
Street Address: *	<input type="text"/>

  

City: *	<input type="text"/>
State/Province: *	<input type="text"/>
Zip/Postal Code: *	<input type="text"/>
Phone Number: *	<input type="text"/>

☐ I Agree to [The Terms and Conditions](#)

Upon successful login, you will be brought to the firm look-up page. From here, you can either search for a DUNS number, or validate a DUNS number that you already have.

DUNS Number must be 9 digit number. (Example: 12-345-6789)

Facility Name is required.

Street Address is required.

City is required.

Please select Country

### Step 3.

To search for a DUNS number, fill out the required information and click “Lookup”. **It is important to note that ALL facility name and address fields must be filled out regardless if you have a DUNS or not.** If you have the DUNS number, you can include that in the search and the “Lookup” button will be replaced with a “Validate” button.

*For example, to search the DUNS number for Bayer Healthcare LLC, fill out the required information (Facility Name – Bayer Healthcare LLC, Street Address – 100 Bayer Road, City – Pittsburgh, Country – United States, State – Pennsylvania) and click “Lookup”.*

## FDA ACE/ITDS DUNS Portal

DUNS Number (Leave blank if Looking Up or Unknown):

Facility Name: \* Bayer Healthcare LLC

Street Address: \* 100 Bayer Road

City: \* Pittsburgh

Country: \* UNITED STATES

State: \* Pennsylvania

Zip/Postal Code:

Lookup

Clear Fields



**Step 4.** Your query may result in a number of firms appearing on your List of Facilities page. Choose the firm name and address that you know is **correct** by clicking “Accept & View DUNS”.

If the address needs to be updated, click “Update” and you will initiate an inquiry with Dun & Bradstreet which will result in the firm info being updated. *(Skip to step 6)* If you want to start another search, you can click on the “Lookup another business” button. Finally, if the firm is not in the list, you can click on “Facility not in the list” and you will initiate an inquiry with Dun & Bradstreet which may result in a new DUNS number being created. *(Skip to step 6)*

List of Facilities		
Please choose the correct Facility from the list below or click "Facility not in the list" to submit an inquiry with Dun & Bradstreet.		
Facility Details	Accept Existing D&B Record	Request Update of D&B Record
<b>Facility Name:</b> Bayer Healthcare LLC <b>Street Address:</b> 100 Bayer Rd <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 152059707 <b>Phone Number:</b> 4127772000 <b>Partial DUNS:</b> **-*-6961	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>
<b>Facility Name:</b> Bayer Corporation <b>Street Address:</b> 100 Bayer Rd <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 152059741 <b>Phone Number:</b> 4127772000 <b>Partial DUNS:</b> **-*-0248	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>
<b>Facility Name:</b> Bayer US Finance LLC <b>Street Address:</b> 100 Bayer Rd <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 152059707 <b>Phone Number:</b> 4124943157 <b>Partial DUNS:</b> **-*-3207	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>
<b>Facility Name:</b> Bayer Cropscience Holding Inc. <b>Street Address:</b> 100 Bayer Rd Bldg 4 <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 152059707 <b>Phone Number:</b> 4127772000 <b>Partial DUNS:</b> **-*-8838	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>
<b>Facility Name:</b> Bayer Heritage Federal Credit Union <b>Street Address:</b> 100 Bayer Rd Bldg 6 <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 152059707 <b>Phone Number:</b> 4127772887 <b>Partial DUNS:</b> **-*-8586	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>
<b>Facility Name:</b> Bayer Healthcare LLC <b>Street Address:</b> <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 15230 <b>Partial DUNS:</b> **-*-0429	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>
<b>Facility Name:</b> Bayer Healthcare LLC <b>Street Address:</b> <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 15230 <b>Partial DUNS:</b> **-*-5990	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>
<b>Facility Name:</b> Bayer Chemicals Corporation <b>Street Address:</b> 100 Bayer Rd <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 152059707 <b>Phone Number:</b> 4127772000 <b>Partial DUNS:</b> **-*-7986	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>
<b>Facility Name:</b> Bayer Finance Corporation <b>Street Address:</b> 100 Bayer Rd Bldg 4 <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 152059707 <b>Phone Number:</b> 4127772000 <b>Partial DUNS:</b> **-*-2852	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>
<b>Facility Name:</b> Bayer Corporation <b>Street Address:</b> 100 Bayer Rd <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 152059741 <b>Phone Number:</b> 4127781280 <b>Partial DUNS:</b> **-*-0704	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>

[Lookup another business](#)[Facility not in the list](#)

- Step 5.** By clicking “Accept & View DUNS”, you will be taken to the results page that contains the full DUNS number for the firm. In addition to this, you will receive an email with the DUNS number and firm information.

**FDA ACE/ITDS DUNS Portal**

An email has been delivered to you with the name and address you should use when interacting with the FDA.

**DUNS Number:** 82-759-6961  
**Facility Name:** Bayer Healthcare LLC  
**Street Address:** 100 Bayer Rd  
**City:** Pittsburgh  
**State/Province:** PA  
**Country Code (ISO 2):** US  
**Country Name:** USA

Lookup another business

- Step 6.** If the firm data needs to be updated, or the facility you were searching for was not found, you can initiate an inquiry with Dun & Bradstreet. The inquiry will determine the firm record is updated or a new DUNS number will be created if no firm record exists.

To initiate this inquiry, complete the required information on the Create Inquiry/update page. Then click on “Create Inquiry”. The inquiry results will be emailed back to you once Dun & Bradstreet has completed the inquiry.

**Create Inquiry**

The information entered could not be located in the Dun & Bradstreet database. To submit an inquiry, populate the required fields, then click the 'Create Inquiry' button.

Facility Name:	Bayer Healthcare LLC
Street Address:	100 Bayer Rd
City:	Pittsburgh
State/Province:	PA
Zip/Postal Code:	
Country Code (ISO 2):	US
Country Name:	UNITED STATES
Facility Contact - First Name:	* John
Facility Contact - Last Name:	* Smith
Facility Contact - Email:	* john.smith@bayer.org
Facility Contact - Phone Number:	* 511-456-5678
Request Details:	* This facility appears to have a different address than any other firm in the list of facilities returned.

Create Inquiry

Go Back to Facility Selection

Note: \* Indicates a required field